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(b) Headquarters officials concerning records within their office.

(1) Chief, Plans and Evaluation Division (for records located within the office of the Commandant, Chief of Staff, special staff divisions or when a request involves records located in two or more offices).

(2) Chief, Office of Acquisition.

(3) Chief, Office of Boating, Public and Consumer Affairs.

(4) Chief, Office of Comptroller.

(5) Chief, Office of Civil Rights.

(6) Chief, Office of Health Services.

(7) Chief, General Law Division (for records in the office of the Chief Counsel).

(8) Chief, Office of Marine Safety, Security and Environmental Protection.

(9) Chief, Office of Navigation.

(10) Chief, Office of Operations.

(11) Chief, Office of Personnel.

(12) Chief, Office of Readiness and Reserve.

(13) Chief, Office of Command, Control and Communications.

6. Reconsideration of Determinations Not to Disclose Records and to Deny Fee Waivers.

Any person who has been notified that a record or part of a record that has been requested will not be disclosed, or that a request for the waiver or reduction of a processing fee has been denied, may apply, in writing, to the Commandant (G-TIS), U.S. Coast Guard, for reconsideration of that determination. The decision of the Commandant or his or her designee is administratively final.

APPENDIX C TO PART 7—FEDERAL AVIATION ADMINISTRATION

1. General

This appendix describes the document inspection facilities of the Federal Aviation Administration (FAA), the kinds of records that are available for public inspection and copying at those facilities, and the procedures by which members of the public may make requests for identifiable records.

2. Document Inspection Facilities

Document inspection facilities are maintained at FAA Headquarters, each FAA regional office, the Aeronautical Center, and the FAA Technical Center. The document inspection facility for the European Office is located at FAA Headquarters. Except for legal public holidays and other special closings, these facilities are open to the public, Monday through Friday, during local times specified in the following listings. The States within the jurisdictional area of each FAA Regional Office are also listed in parentheses.

FAA Headquarters, 800 Independence Avenue, SW., Washington, DC 20591. 8:30 a.m.–5:00 p.m. ET.

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Alaska Region, 701 C Street, Box 14, Anchorage, AK 99513. 7:30 a.m.–4:00 p.m. Alaska Time (Alaska).

Central Region, 601 East 12th Street, Kansas City, Missouri 64106. 7:30 a.m.–4:00 p.m. CT. (Iowa, Kansas, Missouri, and Nebraska).

Eastern Region, Fitzgerald Federal Bldg., JFK International Airport, Jamaica, NY 11430. 8:00 a.m.–4:30 p.m. ET. (District of Columbia, Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia).

Great Lakes Region, O'Hare Lake Office Center, 2300 East Devon Street, Des Plaines, Ill. 60018. 7:30–4:00 p.m. CT. (Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin).

New England Region, 12 New England Executive Park, Burlington, MA (Mailing Address: Post Office Box 510, Burlington, MA 01803). 8:00 a.m.–4:00 p.m. ET. (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont).

Northwest Mountain Region, 17900 Pacific Highway South, C-68966, Seattle WA 98168. 7:30 a.m.–4:00 p.m. PT. (Colorado, Idaho, Montana, Oregon, Utah, Washington, and Wyoming).

Southern Region, 3400 Norman Berry Drive, East Point, GA (Mailing Address: Post Office Box 20636, Atlanta, GA 30320). 8:00 a.m.–4:30 p.m. ET. (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and Virgin Islands).

Southwest Region, 4400 Blue Mound Road, Fort Worth, TX (Mailing Address: Fort Worth, TX 76193-0041). 8:00 a.m.–4:30 p.m. CT. (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas).

Western Pacific Region, 15000 Aviation Boulevard, Hawthorne, CA (Mailing Address: Post Office Box 92007, World-Way Postal Center, Los Angeles, CA 90009). 7:30 a.m.–4:00 p.m. PT. (Arizona, California, Hawaii, and Nevada).

Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard (Mailing Address: Post Office Box 25082), Oklahoma City, OK 73125. 8:00 a.m.–4:30 p.m. CT.

FAA Technical Center, Atlantic City Airport, Atlantic City, NJ 08405. 8:00 a.m.–4:30 p.m. ET.

3. Records Available at Document Inspection Facilities

(a) The following records under subpart E of this part are available at FAA document inspection facilities:

(1) Final opinions and orders made in the adjudication of cases by the Administrator, FAA, or his/her designee.

(2) Policies and interpretations, including any policy or interpretation concerning a particular factual situation, if that policy or interpretation can reasonably be expected to

have precedential value in any case involving a member of the public in a similar situation. All such policies and interpretations made by the Administrator, Deputy Administrator, Associate Administrators, directors, and heads of offices are available at the FAA Headquarters document inspection facility; only those policies and interpretations made by the Administrator, Deputy Administrator, and the regional or center director concerned are available at regional and center document inspection facilities.

(3) Any administrative staff manual or instruction to staff that affects any member of the public, including the prescribing of any standard, procedure, or policy that, when implemented, requires or limits any action of any member of the public or prescribes the manner of performance of any activity by any member of the public. Such documents are available at the inspection facility of the organizational unit which has issued them.

(b) An index of the records located at each document inspection facility is maintained at that facility.

(c) The records and the index may be inspected, without charge, at the facility. Copies of records may be obtained upon payment of the fee prescribed in subpart I of this part.

4. Requests for Reasonably Described Records Under Subpart F of this part

Each person desiring to inspect a record, or to obtain a copy thereof, should submit a request in writing to the Assistant Administrator for Public Affairs, FAA Headquarters, or the director of the region or center in which it is located. The addresses of FAA Headquarters and the Regions and Centers are listed in paragraph 2 of this appendix. If the location of the record is not known, the request may be submitted to the Assistant Administrator for Public Affairs, FAA Headquarters. The following list gives illustrations of types of records and where they might be located:

(a) Records pertaining to the issue, amendment, suspension or revocation of certificates, permits, authorizations, and approvals, such as:

(1) Airman certificates and ratings for pilots, flight instructors, flight navigators, flight engineers, aircraft dispatchers, mechanics, repairmen, air traffic control operators, and parachute riggers and ground instructor certificates are maintained at the Mike Monroney Aeronautical Center.

(2) Aircraft registration certificates and airworthiness certificates are maintained at the Aeronautical Center.

(3) Aircraft type certificates and production certificates are maintained at the regional office within which the issuance was made.

(4) Ferry permits and special flight authorizations are maintained at the district office

of the region within which the issuance was made.

(5) Air carrier operating certificates, commercial operator certificates, agricultural aircraft operator certificates, repair station certificates, parachute loft certificates, pilot school certificates, and mechanic school certificates are maintained at the district office of the region within which the certification was taken.

(b) Records of designations of representatives of the Administrator are located at FAA Headquarters.

(c) Records relating to Federal-aid airport grants are located at the regional office within which the grant was made.

(d) Records of approvals of navigational facilities under Federal Aviation Regulations (FAR) part 171 are located at the regional office within which the approval was issued.

(e) Records relating to civil penalty actions and seizure of aircraft are located at the regional office within which the action was taken.

5. Reconsideration of Determinations Not to Disclose Records and to Deny Fee Waivers

Any person who has been notified that a record or part of a record that has been requested will not be disclosed or that a request for a fee waiver or reduction will not be granted, either in whole or in part, may appeal, in writing to the Assistant Administrator for Public Affairs, FAA, for reconsideration of that determination. The decision of the Assistant Administrator for Public Affairs is administratively final.

APPENDIX D TO PART 7—FEDERAL HIGHWAY ADMINISTRATION

1. General

This appendix describes the location and hours of operation of the document inspection facilities of the Federal Highway Administration (FHWA); the kinds of records that are available for public inspection and copying at these facilities; and the procedures by which members of the public may make requests for records.

2. Document Inspection Facilities

Document inspection facilities are maintained at the Federal Highway Administration Headquarters, each regional office, and each division office. Except for legal public holidays and other special closings, these facilities are open to the public, Monday through Friday, during regular working hours, which are included after each address below. Written requests for information under the Freedom of Information Act should be sent to the appropriate office, and the envelope in which the request is sent should be prominently marked with the letters "FOIA" (see paragraph 4 below).